

To: McIlwain, Serena[McIlwain.Serena@epa.gov]
From: Wood, David
Sent: Wed 8/12/2015 12:36:23 AM
Subject: Work at home activities - Tuesday, August 11, 2015

Serena – Here is a short outline of what I worked on today. If you want me to follow a different process or would like more detail just let me know.

Date: August 11, 2015

Hours worked: 6:50 – 5:35 (Dr Appointment 3:15 – 5:00)

Activities

Email

Reschedule OIG entrance – Transit audit

PPL – Leave approvals Contracts, Budget, Accounting

FIAT access issue in Notes

ULO database questions

Employee / Manager Anomaly reports

ARA – OCFO call

Gold King Mine

- Set up conference call
- Research RMDS 2550D – 04 (Direct Site Charging)
- Pay Cap
- R9 Needs – Coordinate with SFD for budget request

Budget officer job analysis

MTS managers meeting

Travel funded by DOD

Budget Office job analysis